

Region 10 – Regional Workforce Board

Request for Proposals

For

**Workforce Investment Act
Adult, Dislocated Worker and Youth Service Provider**

Services to be Delivered

July 1, 2006 – June 30, 2008

RFP Issue Date: April 7, 2006

Key Dates:

Mandatory Letter of Intent to Bid Due : April 17, 2006

Questions Due: April 17, 2006

Proposal Due Date: 4:00 PM New Albany Time, April 26, 2006

Award Announced: May 1, 2006

Contract Begins: July 1, 2006

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I. Background and General Information

- A. The Region 10 Regional Workforce Board, Inc. (hereinafter the Board) issues this Request for Proposals (RFP) to procure an adult, dislocated worker and youth service provider of programs under the provisions of the Workforce Investment Act (WIA). The Board intends to be as inclusive as possible in this solicitation. The goal is to receive a variety of high quality, innovative proposals that meet the workforce development needs of the region.
- B. The resulting contract with the successful bidder will be for a two-year period, July 1, 2006 to June 30, 2008. Contract amounts for PY2007 will be negotiated, based on allocation amounts available. Based on performance, the Board may renew the contract for an additional year, July 1, 2008 to June 30, 2009. The form of the contract will be cost-reimbursement.
- C. The Economic Growth Region 10 consists of Clark, Floyd, Crawford, Scott, Harrison and Washington Counties. Bidders are encouraged to visit the Indiana Workforce Development website to learn more about the formation of the new Regional Workforce System in Indiana. The Indiana Workforce Development site may be visited at <http://www.in.gov/dwd/partners/shric.html>. Bidders should review the Indiana State Plan located on that page as well as other Indiana Workforce Development policies and documents available on-line.
- D. There is a full-service WorkOne Center in New Albany, Indiana. There are WorkOne Express Sites in Clark, Crawford, Scott, Harrison, and Washington Counties.
- E. The successful bidder will operate WIA adult, youth and dislocated worker programs in all six counties in Economic Growth Region 10 effective July 1, 2006. The successful bidder must coordinate services and operations in these WorkOne centers to ensure a smooth and seamless transition. The goal of the transition process is that clients continue to be served effectively with the least possible disruption.
- F. Economic Growth Region 10 has been engaged in a significant competitive process for funding under the State of Indiana's Strategic Skills Initiative (SSI). Through submission of a proposal, the successful bidder(s) assures that they will work cooperatively with the Regional Operator to coordinate and integrate future WIA services with future funded SSI activities (no award has yet been made). Bidders can review available information on SSI at: <http://www.in.gov/dwd/employers/ssi.html>
- G. The Board is seeking interested and qualified entities able to provide innovative, high quality services to adults, dislocated workers and youth. The services proposed must meet the specifications of this RFP. The Board anticipates

contracting with an entity that is familiar with WIA programs. The organization selected should demonstrate the characteristics listed below.

- Expertise in delivery of WIA service
- Customer service oriented staff
- Expertise in achieving WIA performance goals
- Data Integrity
- Competent management with vision
- Cooperative management and staff
- Willingness to partner with others
- Flexibility and ability to adapt to change
- Creativity

- H. Funds available under this Request for Proposal are approximately \$660,000 for Program Year 2006 (PY'06). Indiana Workforce Development has not finalized allocations by Regional Area. Bidders should visit the Indiana Workforce Development website and review the Region 10 projected allocation at: http://www.in.gov/dwd/partners/docs/shric_Historical_Funding_of_By_New_Region_0305.pdf
- I. Funding will vary, depending upon final allocations, number of participants to be served, and services proposed and negotiated. Bidders must serve Adults, Youth and Dislocated Workers in all six counties in the Region. The Board will ensure that services are provided equitably in all the counties in the Region.
- J. The Board reserves the right to make an award to any bidder or to make no awards, if that is deemed to serve the best interests of the Board and Region 10. The proposal process is competitive and follows government procurement rules.
- K. The Workforce Investment Act of 1998 (WIA, Public Law 105-220) provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused and locally managed. The Board envisions a system that meets the needs of residents and businesses alike. The goal of programs under the Act is to increase employment, job retention, earnings and to develop the employment potential of the residents of Region 10.
- L. This Request for Proposals is not in itself an offer of work nor does it commit the Board to fund any proposals submitted. The Board is not liable for any costs incurred in the preparation or research of proposals.
- M. The Regional Workforce Board or its designee reserves the right to conduct discussions either oral or written, with those respondents ranked as viable candidates for award. Successful bidders must negotiate the proposal before the Board will make any final commitment.

- N. All commitments made by the Board are contingent upon the availability of funds and the Board reserves the right to award an amount less than the total funds available for bid contained in this RFP and projected funds available as posted on the Indiana Workforce Development website;
- O. The Board assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The Board also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to all WIA Title I financially assisted programs or activities, and to all agreements that the Board makes to carry out the WIA Title I financially assisted programs or activities. Region 10 WIA Title I funded programs are equal opportunity employer/programs. Auxiliary aids and services will be made available upon request for individuals with disabilities.
- P. By submitting a bid, all bidders are providing an assurance that they will comply with the above nondiscrimination and equal opportunity provisions.
- Q. Funds available for bid are intended to result in a contract for services in Region 10 for adult, youth and dislocated workers.
- R. The Regional Workforce Board is exempt from federal, state and local taxes and will not be responsible for any taxes levied on the respondent resulting from a contract based on this RFP.
- S. In addition, the bidder should note that under the requirements of the Freedom of Information Act, the contents of your proposal or other information submitted to the Board is subject to public release upon request, except those items specifically exempt from disclosure. The bidder shall mark as "proprietary" those parts of its proposal that it deems proprietary. However, the bidder is alerted that this marking is advisory only and not binding on the Board. If there is a request from the public under F.O.I.A. to inspect any part of the proposal so marked, the Board will advise the bidder and request further justification in support of the "proprietary" marking. If the Board determines, after receipt of the justification, that the material is releasable, the bidder will be notified immediately. Under no circumstances will a proposal or any part of a proposal be released prior to the contract award decision.
- T. The Board will authorize the fiscal agent of the Board and the Region 10 Regional Operator to negotiate a contract for the provision of programs arising from this RFP. The Regional Operator shall direct the negotiation and contracting process.

- U. The specifications in this RFP may change based on issuance of State or Federal policy or WIA re-authorization. The Region 10 Board will work with the successful bidder to implement any changes required by the State or Department of Labor. By submitting a proposal, the bidder agrees to work cooperatively with the Board to comply with subsequent changes.
- V. By submitting a proposal the bidder certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the plan of work if the Board awards a contract. A conflict of interest would arise if any individual involved in the preparation of this RFP, proposal review and rating or award decisions has a financial or other interest in or represents the bidding organization and would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. The Board reserves the right to disqualify a bid should a conflict of interest be discovered during the solicitation process.
- W. The successful bidder will be required to maintain a local management office within Region 10 for staff supervision and day-to-day management. This office can be located in one of the WorkOne or WorkOne Express offices.
- X. By submitting a proposal the bidder assures its willingness to provide additional services under additional grants obtained, such as Tier Dislocation Grants, National Emergency Grants or other State or federal funded workforce programs granted to Region 10.
- Y. The bidder assures that it will be the service provider and will not subcontract significant programmatic functions to other entities if awarded a contract to be the service provider in Region 10.
- Z. The bidder assures that if awarded a contract by the Board, it will comply with Regional, State and Federal program and financial regulations, policies and directives, as well as comply with any and all monitoring requirements.

II. Proposal Requirements

- A. Proposals must be received by **4:00 P.M.** New Albany time, **April 26, 2006** in person or by mail at the address indicated. Proposals received after that time and date will be rejected. Please note that proposals must be received, not postmarked. Proposals shall not be submitted electronically or by FAX.
- B. Submit six copies of your proposal on 8½”x 11” white bond. You may single space your proposal but margins must be at least an inch and font size must be no less than 12. One copy should be submitted unfolded and unstapled. Also submit an electronic copy in Word (. doc file) on a 3½ inch diskette.
- C. Submit one copy of your most recent audit report. This report should be submitted separately. It is not part of the proposal.
- D. Attachment A, a proposal cover page, should be completed and used as the cover page for the proposal.
- E. Attachment B budget form needs to be completed with a one page budget narrative
- F. Attachment C program planning form needs to be completed.
- G. Attachment D Non-Collusion Affidavit needs to be signed and submitted.
- H. Attachment E Assurances and Certifications needs to be signed and submitted.
- I. Your response to the narrative section of the proposal is limited to no more than 30 pages, including a brief Executive Summary. This page limitation is imposed for the sake of the reviewers of your proposal. This limitation does not include other sections of your proposal such as: Attachments A, B, C, D, E, the one page budget narrative, organizational charts and letters of agreement by partners. The Executive Summary will count toward the 30 page narrative limit.
- J. Proposals will be submitted “Return Receipt Requested.” Proposals that are delivered via overnight mail or hand delivered must be directed to the street address noted below. Hand delivered proposals require the bidder to have a prepared receipt for signature and time/date. Faxed or electronically transmitted proposals will not be accepted. The transmitting envelope will be clearly marked “proposal” and addressed to:

Attention: Benjamin E. Carpenter, III, Chair
Region 10 Workforce Board
C/O Workforce Development Associates, Inc.
3131 Grantline Road (Floor #2), (P O Box 6712)
New Albany, IN 47150

K. Assemble your proposal using the following order. Use this as a checklist to ensure the proper order. Failure to follow RFP instructions could result in rejection of your proposal.

- Cover Page (Attachment A)
- Executive Summary
- Proposal Narrative
- Attachment B (budget)
- Budget Narrative (one page)
- Attachment C (Planned Service Levels)
- Attachment D (Non-Collusion Affidavit)
- Attachment E (Assurances and Certifications)
- Letter(s) of Agreement with partners
- Submit one copy of your audit report (*separate from the proposal*)
- Submit one copy of your most recent WIA performance report (*separate from proposal*)
- Submit one copy of your most recent WIA data validation report (*separate from proposal*)
- Submit one copy of your DWD monitoring report for PY2004 and PY2005 or most recent two-year period. (*separate from proposal*)

L. **Questions regarding this RFP or the may be submitted in writing to Attention: Ronald E. McKulick, Region 10 - Workforce Board by FAX at 812-944-4056. You may also email questions to Mr. McKulick at rm@south7work.org.** All questions will be responded to, compiled and shared with all bidders submitting a letter of intent. Questions will be accepted up to April 17, 2006.

M. **Bidders must provide a written letter of intent to bid on or before April 17, 2006. A receipt will be faxed or mailed. Proposals will not be accepted from entities that have not submitted a written letter of intent by April 17, 2006.** Written notice of intention to bid may be submitted by regular or certified mail to the address below, or via email to Ron McKulick at rm@south7work.org.

Attention: Benjamin E. Carpenter, III, Chair
Region 10 Workforce Board
C/O Workforce Development Associates, Inc.
3131 Grantline Road, Second Floor (P O Box 6712)
New Albany, IN 47150

- N. The Regional Operator Organization will conduct a procurement review process on behalf of the Regional Workforce Board. Funding recommendations will be developed and provided to the full Board. The Board must approve all contract awards. An award decision is expected by May 1, 2006. Programs shall start July 1, 2006. The proposal evaluation weights are specified in each section of the RFP. These weights are also listed below.

25% Experience, Background, Qualifications & Performance
25% Plan of Service
20% Management Plan
30% Costs & Financial Plan

- O. Appeals/Complaints: Bidders have the right to appeal any action or decision related to this RFP. Appeals will be reviewed and investigated by the Board. The decision of the Board in such situations shall be final. Bidders wishing to make a formal appeal should do so in writing to:

Attention: Benjamin E. Carpenter, III, Chair
Region 10 Workforce Board
C/O Workforce Development Associates, Inc.
3131 Grantline Road, Second Floor (P O Box 6712)
New Albany, IN 47150

III. Proposal Narrative

Executive Summary: The narrative of your proposal is limited to 30 pages, which includes a brief Executive Summary that allows the reader to understand key aspects of the bidding entity, the level of expertise, and the approach to providing the requested WIA services.

A. Organization Background, Qualifications, Performance History Proposal Evaluation 25%

1. Profile the Proposing Organization
 - a. What is the legal status of your organization?
 - b. Describe your organization, the governance structure, length of existence, vision, mission, goals and major programs currently offered.
2. History of Expertise
 - a. Proposals must include information to demonstrate that the provider has a record of success in operating Workforce Investment Act or similar workforce programs. Describe your experience serving adults, dislocated workers and youth under the WIA. Please outline all workforce programs operated during the last two years. Provide brief program descriptions, funding sources and performance information.
 - b. Provide three reference contacts of individuals/entities outside of your organization that can be contacted regarding WIA program expertise, performance management, knowledge of data reporting and tracking, and/or for similar workforce programs operated.
 - c. If the organization has not provided past Workforce Investment Act programs, please outline programs that provided similar services in which you have been involved over the last two years.

B. Plan of Service Proposal Evaluation 25%

1. General Information
 - a. Describe your knowledge of the most significant workforce development challenges and opportunities that Region 10 will likely face in the next two years.
 - b. Describe your organization's vision for integration of services and workflow with the WorkOne system and describe how you will work with the Regional Operator and local Indiana Workforce Development management staff to achieve an integrated system.

- c. Describe how your organization envisions its role and relationship with the Regional Operator and the Region 10 Workforce Board.
- d. Demonstrate your knowledge in serving these populations by providing a description of the differences between the WIA requirements, customer expectations and the needs of adults, dislocated workers and youth. Describe your organization's ability to meet the specific needs of each population.
- e. Describe how management staff will spend their time to effectively manage all programs in all counties of the region. The successful bidder will be required to maintain a local management office within Region 10 for day-to-day management and supervision of county office staff. This office can be located in the WorkOne Office.
- f. Describe how funds available to be spent directly on adult, dislocated worker and youth customers (i.e. supportive services, training costs, work experience wages, etc.) will be allocated to the county offices. Describe how these funds will be managed to ensure that targeted expenditure levels are met but not exceeded, and to ensure that these services remain available to clients throughout the program year.
- g. Describe the process that will be used for approval and payment of direct client expenditures, including an estimated length of time from the case manager decision to provide the financial assistance until the resulting invoice has been paid.
- h. The full service WorkOne Center in Region 10 is located in New Albany. Describe the similarities and differences in how services will be delivered in the Express sites vs. the WorkOne Center. This section should provide a brief description about how services will be provided in each specific county and address at a minimum the following issues: the menu of services available, hours of operation, full-time or part-time staff, availability of partner services, and client flow.
- i. Describe your organizational philosophy on community involvement of service delivery staff with local organizations, agencies, schools, Chambers of Commerce, etc. and participation of staff on boards and committees throughout the region.
- j. Provide an assurance that data will be tracked and reported in accordance with all applicable requirements utilizing the state required case management reporting system.

2. Adult and Dislocated Worker Services

- a. Describe how the availability of services to adults and dislocated workers will be marketed in all communities within the Region. Also describe how recruitment of these populations will be conducted.
- b. Describe the eligibility, assessment, case management, and counseling services that will be provided to adults and dislocated workers.
- c. Describe the core, intensive, training, and follow up services to be provided to these populations. Include a description of the process for an individual to move through each of these tiers of service. Also describe how it will be decided which individuals receive intensive and training services and which receive only core.
- d. Describe all services that will result in direct client expenditures (i.e. supportive services, ITAs, OJT, work experience, etc.) For each type of service, describe how it will be decided which customers receive that particular type of service and how the amount of financial assistance will be determined for each customer.
- e. Describe how rapid response services will be provided to customers in the event of a facility closure or large dislocation.
- f. Demonstrate knowledge of performance requirements for the adult and dislocated worker programs by describing how the programs will be managed to meet or exceed each of the applicable performance standards including the forthcoming DOL Common Measures. In addition, please provide an assurance that services will also be designed to meet any additional quality standards established by the Regional Workforce Board.
- g. Describe how customer feedback will be collected and used to make continuous improvements to services.

3. Youth Services

- a. Describe how the availability of services to younger and older youth will be marketed to all communities within the Region. Also describe how recruitment of these populations will be conducted.
- b. Describe the eligibility, objective assessment, individual service strategy development, case management, counseling, and follow up services that will be provided to youth. Indicate how youth will be prepared for post secondary education opportunities, as appropriate and how strong linkages will be developed between academic and occupational training. Also describe how youth will be prepared for unsubsidized employment opportunities and how youth will access information about the local labor market and employment opportunities within the region.

- c. Describe all services that will be provided in accordance with the 10 Program Elements required by WIA. All 10 required elements must be provided.
- d. Describe all services that will result in direct client expenditures (i.e. supportive services, classroom training, work experience, etc.) For each type of service, describe how it will be decided which customers receive that particular type of service and how the amount of financial assistance received will be determined for each customer.
- e. Demonstrate knowledge of performance requirements for the younger and older youth programs by describing how the programs will be managed to meet or exceed each of the applicable performance standards including the forthcoming DOL Common Measures. In addition, please provide an assurance that services will also be designed to meet any additional quality standards established by the Regional Workforce Board.

4. Staffing and Organizational Chart

Staffing of the WIA program is one of the most critical aspects of ensuring program quality. Please describe your proposed staffing plan for the WIA programs in Region 10.

- a. While staffing/hiring decisions will be the responsibility of the service provider, the proposal should identify the qualifications of **all staff** that will be involved in delivering services in Economic Growth Region 10. Include a template of: 1) brief position descriptions with all position titles, 2) years of WIA program expertise, 3) expertise in WIA case management, 4) knowledge of WIA performance measures, 5) level of knowledge/proficiency in WIA client data reporting and tracking.
- b. Your staffing plan should specify staffing levels, position titles, status (full-time vs. part-time) by county in the Region 10. The Region 10 Workforce Board is committed to operating one full-service office in New Albany, IN. WorkOne Express offices shall be operated in Clark, Crawford, Harrison, Scott, and Washington Counties.
- c. If the staff is to be hired at a later date, include the minimum qualifications required for selection of staff, and include a description of how qualified staff will be selected.
- d. Identify key management staff by name with a summary of their credentials and brief resume of qualifications.

- e. Include an organizational chart(s) that illustrates the structure of the staff to be used in support of the proposed programs. The chart should clearly display the number of staff planned for each county along with all position titles proposed under this contract.
 - f. The chart should also display the management staff located within Region 10 and those located outside Region 10. Identify by name the key management staff specified in the staffing plan above.
5. Partnerships and coordination of services: Partnership and coordination of WorkOne services with other organizations are one of the keys to success in the delivery of WIA services.
- a. Describe past success in developing effective working relationships with partner organizations. Include at a minimum local DWD staff and programs, Vocational Rehabilitation, and Senior Community Service Employment Programs.
 - b. Describe past experience with service integration, functional supervision, information sharing, joint case management of mutual clients, cross training of staff, rapid response activities, services to TAA clients, or other activities conducted in close coordination with local DWD staff. Also, indicate plans for how this type of coordination will occur in Region 10.
 - c. Describe how key management staff will work in cooperation with the Regional Operator and the local DWD Regional Coordinator to ensure coordinated management and integration of WorkOne staff and services.
 - d. Describe how service delivery staff will work with WorkOne partner staff to achieve an integrated system where customer service and performance are high priorities.
 - e. Include letters from key partners you plan to collaborate with, purchase services from etc.
6. Transition Activities: Funding will not be available for any activities conducted prior to 7/1/06; however, cooperation will be needed prior to that date to ensure a smooth transition.
- a. Describe efforts that will be made to work cooperatively with the Regional Operator to ensure a smooth transition into EGR Region 10 on July 1, 2006.
 - b. Describe your plan for ensuring that services to clients will continue with little or no interruption during the transition. This description should specifically include a discussion of how services will be available in counties where your organization is not presently a service provider.

- c. If selected to provide services in a county where your organization is not presently a service provider, describe how you will work with the Regional Operator and the current service provider prior to July 1, 2006 to prepare for an efficient transition of files and customer caseloads on July 1, 2006.
- d. Provide an assurance that your organization will perform the duties necessary to transition participant reporting to the state required case management and participant tracking system that is anticipated on or before July 1, 2006.

C. Management Plan

Proposal Evaluation 20%

- a. Bidders must maintain a financial management system that is auditable and in compliance with generally accepted accounting principles. Financial records must be available for audit and monitoring purposes. Bidders should provide a brief description of their internal financial management system. Bidders should address the accountability of the organization in this section and provide one copy of their most recent audit report with the bid package. The audit is not part of your proposal.
- b. Has your organization had any questioned costs, disallowed costs or compliance monitoring findings in the last three years? If so, have these issues been resolved and how. Please attach DWD monitoring reports for most recent two-years, along with resolution letters to clarify. The monitoring reports are not part of your proposal.
- c. Contractors are responsible for the repayment of costs determined to be disallowed in accordance with applicable statutes, regulations, directives or mandates. Contractors must repay disallowed costs to the Regional Workforce Board within thirty (30) days of the final audit determination. Any disallowed costs must be repaid from nonfederal funds. If WIA costs you incurred in Region 10 were subsequently disallowed as a result of audit or monitoring, does your organization have the capability to repay these funds? From what source?
- d. Please discuss your organization's most recent WIA performance report. Were all performance measures met? If not why? Describe key methods and/or techniques used relative to front-line staff to meet WIA performance goals or to ensure performance measures are maintained. The performance report is not part of your proposal.
- e. Discuss your organization's most recent data validation report. Was data considered valid? If not why? Describe key methods and/or techniques used relative to front-line staff to improve client data files to ensure the region's data meet's state and/or federal validation requirements. The data validation report is not part of your proposal.

D. Costs and Financial Plan

Proposal Evaluation 30%

1. The bidder should complete PY'06 and PY'07 budgets on the included Attachment B and B-1. Please do not deviate from the budget formats provided. Consistency will allow the reviewers to compare the proposed budgets.
 - a. As stated previously in the RFP we are planning to award approximately \$660,000 for Adult, Dislocated Worker and Youth programs in Region 10. The final amounts will vary based on final allocations to Region 10 from Indiana Workforce Development.
 - b. For the purpose of this bid, the Board is interested in the planned amounts for management of service provider staff, overhead costs and the amount planned for direct client costs. The higher the percentage of costs planned for WIA clients the better. Bidders should plan on providing services in each county through a county office.
 - f. A one-page budget narrative should be attached that describes the allocation of funds between programs and the philosophy of the bidder with respect to minimizing overhead costs while maximizing client costs. The budget narrative should be used to clarify and annotate the budget.
2. Definitions for Attachment B
 - a. County Office Overhead includes all costs associated with county staff salaries, fringe benefits, equipment, travel, staff training, supplies and all other non-client county costs. These costs are broken out by Adult, Dislocated Worker and Youth programs.
 - b. Management Overhead includes all costs associated with management staffing within the region and located outside the region. These costs include salaries, fringe benefits, equipment, travel, staff training, supplies, accounting, audit, and all other management costs not associated with direct service to clients. These costs are broken out by Adult, Dislocated Worker and Youth programs.
 - c. Direct Client Costs are those costs that directly benefit WIA clients. These costs are broken out by Adult, Dislocated Worker and Youth Programs. Such costs include supportive services, tuition, supplies, books, work experience wages, on the job training, and any other cost that directly benefits the WIA customer not included in the other definitions above.
 - d. Totals-Each column should be totaled. The percentage column-showing costs by overhead vs. direct client costs should total 100% at the bottom. The county office overhead percentage is the first number. Enter the Direct Client Cost percentage. Now enter the Management Overhead Cost percentage. The total overall percentage should be entered as Overhead/Client for

example: 60% Overhead/40% Direct Client Cost. To obtain the total overhead percentage, add Management Overhead and County Overhead percentages.

3. The Bidder should complete Attachment B-1 – Line Item Budget PY2006- PY2007

- a. Include a listing of all staff positions and related costs in an itemized format for PY2006/07.
- b. Provide a breakout of Participant Costs for Supportive Services and Direct Training
- c. Please complete a detail of program support costs associated with services.
- d. Total each section and provide a grand total for each year.

Attachment A

PROPOSAL COVER SHEET

Organization's Legal Name:			
Contact Person:			
Address:			
Telephone:		Fax:	
E-mail:		Cell:	
Federal ID #:			
Number of years potential bidder has been in business under the corporate/business structure submitting the response to this request for proposals:			
Total Amount of Funds Requested:		PY 06	PY 07
	WIA Adult Funds	\$	\$
	WIA Dislocated Worker Funds	\$	\$
	WIA Youth Funds	\$	\$
	Total Funds Requested	\$	\$
	Grand Total (PY 06 and PY 07) \$		
Total Amount of Clients to be Served:	Planned # PY 06		
	Adult		Cost per Participant \$
	Dislocated Worker		Cost per Participant \$
	Youth		Cost per Participant \$
	Planned # PY 07		
	Adult		Cost per Participant \$
	Dislocated Worker		Cost per Participant \$
	Youth		Cost per Participant \$
	Signature:		
	Print Name:		

Please check all applicable boxes:

For Profit Corporation:		Sole Proprietorship:	
Not-for-profit Corporation:		Faith-Based Organization:	
Partnership:		State Agency:	
Educational Institution:		Labor Organization:	
Business Association:		Community Based Organization:	
Other Public Agency (Specify):		Other:	

Attachment B, PY'06 Budget

Program Year 2006 Budget	Adult	Dislocated Worker	Youth	Percent of Budget Overhead/Direct Client Cost
County Office Overhead Cost				
Direct Client Cost				
Management Overhead Cost				
Totals				

Attachment B, PY'07 Budget

Program Year 2007 Budget	Adult	Dislocated Worker	Youth	Percent of Budget Overhead/Direct Client Cost
County Office Overhead Cost				
Direct Client Cost				
Management Overhead Cost				
Totals				

Attachment B-1

Organization: _____
 Funding: WIA Adult/Dislocated Worker/Youth

Line Item Budget

Program Expense:	%FTE	7/1/06	7/1/07
Staff Costs			
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
12)			
Salary Subtotal			
Indirect Costs Percentage (____%)			
Total Staff Costs			
Participant Costs:			
Supportive Services			
Direct Training			
Total Direct Program Costs			
% of Direct Program Costs			
% of Customer Training/Support vs. Total			
Program Support Costs:			
Travel			
Staff Training Cost			
Communication – cell only			
Postage			
Equipment Expense			
Printing			
Employee Recruitment			
Purchase of Equipment			
Office Supplies (WIA SVC only)			
Insurance			
Miscellaneous			
Operating Sub-Total			
% of Program Support Costs			
Total Program Costs			
Grand Total			

Attachment C**Planned Service Levels****Adult**

Planned Service Levels	Projected Number to be Served		Projected Number to be Exited		Projected Number Placed into Employment	
	PY 06	PY 07	PY 06	PY 07	PY 06	PY 07
Adults						

Dislocated Worker

Planned Service Levels	Projected Number to be Served		Projected Number to be Exited		Projected Number Placed into Employment	
	PY 06	PY 07	PY 06	PY 07	PY 06	PY 07
Dislocated Workers						

Youth

Planned Service Levels	Projected Number to be Served		Projected Number to be Exited		Projected Number Placed into Employment	
	PY 06	PY 07	PY 06	PY 07	PY 06	PY 07
Younger Youth						
Older Youth						
Total Youth						

Attachment D

Non-Collusion Affidavit

State of Indiana

County of _____

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Region 10 Workforce Board or designee whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative

Print or Type Name

Subscribed and sworn to me this day ____ day of _____

Notary Public

County of _____

Commission Expiration Date _____

Attachment E

Assurances and Certifications

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Investment Act, Workforce Investment Boards, Regional Workforce Boards and any other applicable laws and regulations.

In addition, the authorized representative assures, certifies and understands that:

1. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
2. The proposing organization possesses legal authority to offer the attached proposal.
3. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.
4. A drug free workplace will be maintained in accordance with the State of Indiana requirements.

Signature of Authorized Representative

Print or Type Name

Date